

House District _____

Senate District _____

**THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 106-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

☒ GRANT REQUEST – OPERATING

☐ GRANT REQUEST – CAPITAL

☐ SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST DEPT. OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES
AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Honolulu Community Action Program (HCAP)

Dba: _____

Street Address: 33 S. King Street, Suite, 300, Honolulu, HI 96813

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOY BARUA

Title Director of Finance

Phone # (808) 447-5416

Fax # (808) 521-4538

e-mail joyb@hcapweb.org

3. TYPE OF BUSINESS ENTITY:

- ☒ NON PROFIT CORPORATION
☐ FOR PROFIT CORPORATION
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
PRESCHOOL-ON-WHEELS

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 71,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- ☒ NEW SERVICE (PRESENTLY DOES NOT EXIST)
☐ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$0 _____
FEDERAL \$0 _____
COUNTY \$0 _____
PRIVATE/OTHER \$0 _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JOAN P. WHITE / EXECUTIVE DIRECTOR
NAME & TITLE

DATE SIGNED

1/30/08

ORIGINAL

I. Background and Summary

1. *Brief Description of Organization*

As a private, non-profit agency created under the federal government's, Economic Opportunity Act in 1964, the Honolulu Community Action Program, Inc. (HCAP) is committed to the goal of alleviating the condition of poverty, here in the State of Hawaii. The agency serves as a catalyst in encouraging effective local advocacy among the poor, enabling public officials and the community to understand the needs and challenges of the poor, and mobilizing resources in a coordinated effort to improve poverty conditions.

HCAP provides a wide range of programs and services, including employment, individual and family development, community development programs, volunteerism, partnerships, and resource expansion. In addition, a variety of support services are provided to individuals and families, including information and referral, crisis intervention, and childcare. Long-standing programs include O'AHU HEAD START, Senior Community Services employment, Federal Surplus Food Distribution, Weatherization Assistance, and Low-Income Home Energy Assistance Program.

O'ahu Head Start services over 1,650 families on O'ahu. Most of these families are low-income; however, we are mandated to provide 165 slots for children with disabilities. Several options are available for our families:

- Classroom-half-day at no charge
- Classroom-full-day with a fee, usually covered by state subsidies
- Home Base (children and families serviced in the home)
- Family and Child Center Homes (FCCH)

This grant is asking for funds to support another option, (**Preschool-on-Wheels**), to increase our support and services to homeless families on Oahu.

2. *Goals and Objectives*

Community needs assessments over the last few years have indicated that The number of Micronesians using the state's homeless shelter system soared by nearly three times between 2001 and 2006, and they now make up more than 20 percent of the state's total homeless shelter population – even though Micronesians represent a little more than 1 percent of the state's population.

The number of homeless families continues to increase on the beach parks of Waimanalo. O'ahu Head Start has worked in partnership with the Weinberg Villages of Waimanalo to provide support to families as well as home based and classrooms opportunities for preschool age children.

O'ahu Head Start recognizes the need to aggressively pursue and make available preschool services for homeless children and increase the referral support for families. A few short-term projects to service homeless children and their families have been implemented in past years, and we are currently serving a few homeless families in our classrooms. We now want to use the knowledge, resources, and contacts we have acquired to provide homeless families with a **Preschool-on-Wheels**.

HCAP O'ahu Head Start's overall goal and objectives for this proposal are:

Continue to increase services to Homeless families by providing quality early childhood education to children and support for families via a Preschool-on-Wheels.

- Objective 1: Prioritize homeless children for recruitment and enrollment activities.
- Objective 2: Strengthen links with State and community agencies to increase referrals to our program to provide more preschool and family support services to homeless families and identify ways we can support our partner agencies in working with "shared" clients.
- Objective 3: Staff will conduct recruitment more strategically by working closely with HCAP's district office staff in areas where homeless families are residing: transitional shelters, parks, or on the beaches.
- Objective 4: Provide a comprehensive array of services to homeless children and families.
- Objective 5: Promote school readiness and a successful transition of children into Kindergarten, another Head Start option, or other appropriate pre-school setting, and to offer support to families applying for state subsidies.

3. Statement of Purpose and Needs to be Served

The Head Start Program is based on the premise that all children share certain needs, and the children of low-income families can benefit from the delivery of comprehensive developmental services to meet those needs. Being a parent and being homeless is a double challenge. Head Start can build on the strengths of these families – such as their intense desire to make a better life for their family and their commitment to, and love for their children – and enable the parent(s) to increase their capacity to nurture, protect, and provide for their children.

The research on the affect of homelessness on preschoolers documents the negative consequences of this condition. Homeless preschoolers are more likely to have developmental delays in language, motor development and social skills. Given these problems, preschool is especially significant for the homeless child. Head Start can offer the stability and support needed for a child to cope with his or her situation.

4. Target Population to be served

The target population to be served includes children of preschool age whose families are experiencing homelessness, either temporarily housed in a shelter facility or those who are homeless and living unsheltered. As stated earlier, the statistics show that the number of Micronesians becoming homeless is rapidly increasing. Therefore, to address this ongoing challenge, O'ahu Head Start targeted the Institute for Human Services (IHS), since the majority of guests temporarily housed there are from Micronesia, primarily from Chuuk. Our O'ahu Head Start "Preschool-on-Wheels pilot project was invited to partner with IHS Women and Family Shelter, where we have been providing child development-based experiences for families since September of 2007.

In the past few months, our Preschool-on-Wheels teacher has developed and maintained relationships with health and wellness centers, churches and other schools providing services to homeless along the Windward Coast. Because of the increasing number of homeless families in the Waimanalo Beach park, and our strong links to agencies in this area we will continue to target families in this region to provide services and support.

5. Geographic Coverage

O'ahu Head Start is an island-wide program, providing the previously mentioned service models. Many of these services were created and enhanced due to the partnering and collaborative relationships with various agencies throughout O'ahu. Many of these agencies are currently offering similar mobile preschool services to the Leeward Coast, where the highest population of houseless reside. HCAP O'ahu Head Start is also involved in projects to offer classroom experiences to homeless children in this geographic region. This proposal is targeting homeless families from Honolulu to Waipahu and the Waimanalo geographic areas.

II. Service Summary and Outcomes

1. Scope of Work, Tasks, and Responsibilities

As the Preschool on Wheels pilot project has developed and evolved over the past five months, it became apparent that in order for O'ahu Head Start to comprehensively serve homeless families, it was deemed important to provide at least two different models with our interactive parent and child program. One model would provide preschool experiences in an existing institution and the other in a more natural setting, on "neutral turf", a beach park, for example. Regardless of the established site and location, the focus of the experience would be on early childhood development within the context of the children's culture and communities.

For homeless children, the importance of a stable, quality education is immeasurable. Successful collaboration with parents is fundamental. Finding ways to build trust and to support parent involvement is essential to delivering the full range of services that they and their children need.

A partial list of services would include collaboration with the Department of Health, the Department of Education, local health care providers, Healthy Start, the Coalition for Drug-Free Hawaii and the Domestic Violence Clearing House and Hotline.

The Preschool on Wheels teachers' tasks and responsibilities would include maintaining open avenues of communication between Head Start and the host institution; provide developmentally appropriate activities and materials based on individual and group needs by utilizing the Creative Curriculum model, which integrates aspects of health, nutrition, physical and mental wellness; provide resources and information for parents in the form of written material, hands-on interactive activities as well as inviting speakers from the community to address parental concerns and needs.

The projected length of stay at the Institute for Human Services is a three month period, but due to lack of readily available affordable housing, the guest's residence at IHS can continue for several months. It has been observed that the children who attend the Preschool-on-Wheels regularly, have learned to adhere to a schedule. For example, upon entering the room, the children bypass the toys and activities and form a line at the sink to wash their hands. The children have learned to clean and set the small table for snack, and to then sit in their chairs for an ever increasing length of time. The snack is served "family style" so children are learning to pass the food to their friends, and know that by doing so it will eventually come back to them, with enough food left. Cleanup time is a significant point in the daily schedule for the parents. The need for putting toys away, thoroughly cleaning art supplies, and generally getting the room back in order seems to fulfill a sense of place, of nesting. Due to the transient nature of setting up preschool in a temporary emergency shelter, the goals for each child need to be based on a three month timeline, which involves an assessment of individual needs. This goal may be as simple as expecting a child to sit in a chair for more than five minutes, staying engaged in an activity, or perhaps modeling appropriate physical

limits with peers for more positive interactions. If a child is able to learn shapes, colors, and how to write their name in this temporary environment, their social and emotional needs have more than likely been addressed. This same structure and schedule also apply to recreating a preschool environment in outdoor and other unconventional settings. The timeline for this model would depend on the child's age, the proximity and availability of an appropriate preschool in the area, and the family's projected timeline for acquiring permanent housing.

2. Annual Timeline for accomplishing the results or outcomes of the service

Tasks	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
1. Conduct weekly meetings and formative evaluations and planning	—	—	—	—	—	—	—	—	—	—	—	—
2. Hire project aide	—	—										
3. Recruit families	—	—										
4. Secure parental consents		—	—	—								
5. Link families to medical and dental homes , complete physical exams, immunizations and dental exams			—	—	—	—	—	—				
6. Complete child screenings and referrals if needed		—	—	—								
7. Engage families in goal setting			—	—	—	—	—	—	—	—	—	
8. Successfully transition families										—	—	—
9. Provide assistance in applying for state subsidies										—	—	—
10. Provide quarterly reports on outcomes			—			—			—			—
11. Write summary performance report											—	—
12. Dissemination of results												—

3. Quality Assurance and Evaluation Plans

Our Preschool on Wheels teacher will work closely with Head Start Family Advocates to ensure that all eligible children have completed the necessary

enrollment procedures as well as medical and dental requirements, for a seamless transition into the most appropriate classroom setting. Once the child has successfully transitioned, the ongoing monitoring of the family's well being will continue to be a high priority for teachers, family advocates and the entire Head Start support staff. The Head Start staff will focus and build on the family's strengths, and enable the parents to build their capacity to cope with their life stresses. O'ahu Head Start recognizes that they alone cannot address all the challenges that homeless families face. By teaming with other service agencies around O'ahu, Head Start can help the community become more aware of specific challenges and continue to foster an atmosphere of collaboration to offer comprehensive assistance.

4. Measures of Effectiveness to be Reported

Preschool-on Wheels Project

Performance Outputs and Outcomes	Estimated Numbers
Total Enrollment	10
Children	10
Families	10
Link families to a medical home	8
Link children to receive physical examination	8
Link children to receive immunizations	8
Link children to dental facility to receive dental exam	6
Link families to agency to receive Health Insurance	6
Link children with mental health concerns to appropriate agency	4
Link families to appropriate agency to receive child care subsidies	4
Families who have participated in a goal setting process leading to an Individualized Family Partnership Agreement	4
Transition of Children into an appropriate setting	4

III. Financial

Budget

1. Budget forms (see attachments)
2. Anticipated quarterly funding requirements for the Fiscal Year 2008-2009

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$11,000	\$10,000	\$71,000

IV. Experience and Capability

A. Skills and Experience

In its 42 years of working with the economically disadvantaged in the City and County of Honolulu, Honolulu Community Action Program has operated

programs that have supported clients in their efforts to achieve self-support. One of these programs is O'ahu Head Start, which has been delivering comprehensive education, health and social services to Hawaii's low-income preschoolers and their families since 1965. From its humble beginnings when 650 children were served the program has successfully expanded to its current funded enrollment of 1,650 preschoolers.

The Head Start Program has served as a model for many programs in the planning of child development and day care services, for the expansion of state and local activities for children and families, and in the design of training programs for those who staff such programs. Head Start's outreach programs have helped provide low-income families with the knowledge and resources they need to build a better life for themselves and their children. O'ahu Head Start adheres to the strict guidelines set by the federal Head Start Program Performance Standards to ensure that Head Start goals and objectives are implemented successfully and that the highest possible quality of comprehensive services is delivered to families.

Results of program reviews indicate that O'ahu Head Start is successfully meeting its goals. The program is evaluated annually by a team of parents and staff, and monitored every three years by a federal team of reviewers. Annual program self-assessments have resulted in positive changes. Local monitoring of program quality is accomplished through quarterly progress reports submitted to the HCAP Board (grantee), the State Department of Labor and Industrial Relations, and the Office of Community Services (OCS). Monthly financial reports are also submitted to Administration for Children and Families (ACF), HCAP Board, the Head Start Policy Council, and OCS. Audits are conducted annually. The best indicator of management success and program effectiveness lies in the collaborations O'ahu Head Start has formed to enhance program services to children and families. The following is a brief description of these collaborations:

Department of Education/Special Education Section: In its thirteenth year of operation, inclusion classrooms are a partnership between O'ahu Head Start and the DOE/Special Education Section to serve DOE special education-eligible preschoolers and Head Start children in the same classroom on DOE campuses. Classes are team taught by DOE and Head Start staff. We currently operate 18 classrooms in all DOE districts on O'ahu.

Department of Education: A long standing partnership with DOE has resulted in rent-free use of available classrooms on various.

Department of Human Services: In 1997, a contract was rewarded to provide infant/toddler care to parenting teens at Wai'anae High School in order to encourage them to remain in school through graduation.

Military: Partnering with the military has resulted in the rent-free use of facility space in order to serve children of income-eligible military families. In addition, a Memorandum of Agreement with the Navy Child Development Homes Program has resulted in contracting with navy-certified family childcare providers to enroll and serve Head Start children.

City and County of Honolulu: With the November 1994 amendment to the City Charter allowing the use of park facilities to operate affordable child care, O'ahu Head Start has been given the use of eight park facilities to date in which to run early education programs. Six of these facilities have been set up to operate preschool programs, while two are used as sites for home base families to come together for socialization activities. These sites also offer an opportunity for our **Preschool-on-Wheels** to use as potential gathering sites for our homeless families.

Pre-Plus: In the spring of 2001, the Hawaii Pre-Plus program was launched as a public-private partnership to help meet the need for early education programs, especially for those from low-income families. HCAP has been awarded contracts to operate nine such Pre-Plus programs on DOE campuses.

University of Hawaii, Center on the Families: With collaboration with UH Center on the Families, Head Start has been implementing the Early Reading First (ERF) project. This three-year collaboration was established in the summer of 2005 to promote the early literacy program in the Head Start classrooms. The project provided training for teaching staff and managers as well as materials and supplies and parent support training. Two teaching staff were trained as mentor coaches to continue ERF support after the three years expire.

The program design for a **Preschool-on-Wheels** has been in the planning stages since Fall 2007. A former home-base teacher has been researching the homeless issue. She has been visiting transitional shelters and meeting with different community agency staff over the past few months to discuss what issues we need to consider in setting up a mobile preschool model, where resources for these families are, who we might partner with, and how. An agency van has been equipped with books, toys, manipulative materials, folding tables, and mats, and other items needed to set up a portable classroom at a park, beach or transitional shelter in a specified community. The program design involves a teacher and an aide providing two hours of parent/child interaction activities twice a week at a shelter, and a two hour session at an outdoor setting. One hour sessions will also be provided once a month for resource-sharing, parent education and other support services. A family advocate would accompany the staff once a month to help with the family support component of the program.

B. Facilities:

The Oahu Head Start program sites are ADA compliant. Due to the mobile nature of services i.e. pre-school on wheels, services will be more accessible through their deployment to various locations in Oahu.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Preschool on Wheels is requesting funds for one full time teacher and one part time aide. This team will be responsible for providing appropriate materials and activities, as well as maintaining their upkeep after each use in the various settings. The teacher will create an atmosphere of teamwork with the aide, with staff at the shelter, and with Park and Recreation facilities managers. Of utmost importance is developing this relationship with parents.

Parental involvement in the parent-child interactive preschool empowers parents to be able to nurture their children. The philosophy of Head Start states that the parents are the primary nurturers and teachers of their children. The teacher will provide activities in the areas of health, nutrition and education, which will enable parents to protect and care for their children. Our Preschool on Wheels teacher holds a bachelor's degree in Child Development/Early Childhood Education, and has been an advocate for low income families on the Leeward coast for the past four years, as a home base teacher. The two previous years she was also a home visitor as a parent educator, with the Early Head Start program. The Head Start Training Department will continue to provide T&TA for staff and support the staff with direct supervision by a Program Manager (*see Organization Chart under Attachments*).

B. Organization Chart

Please see Attachments.

VI. Other

A. Litigation

None

B. Licensure & Accreditation

Not Applicable



ATTACHMENTS

(Period: July 1, 2008 to June 30, 2009)

Program: Preschool-on-Wheels

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Application for Grants and Subsidies

BUDGET JUSTIFICATION

HCAP Oahu Head Start Pre-School on Wheels

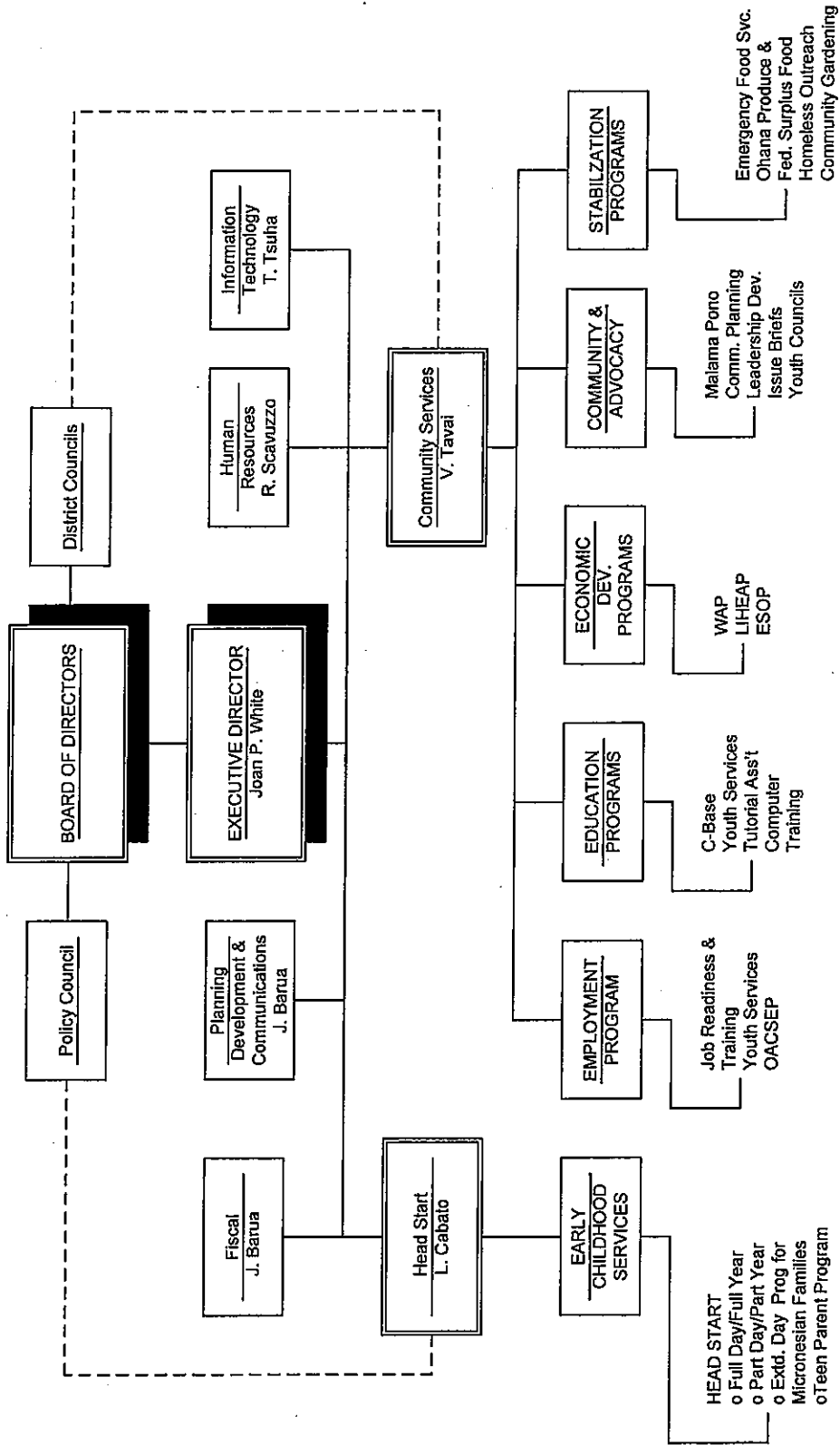
Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Teacher II	40 hrs/wk	\$33,288.00	100.00%	\$ 33,288.00
Teacher's Aide	30 hrs/wk	\$14,604.00	100.00%	\$ 14,604.00
Fringe Benefits				\$ -
Social Security = 7.65%				\$ -
Unemployment Insurance = 3.05%				\$ -
Worker's Compensation = 1.45%				\$ -
TDI = 1.25%				\$ -
Health Insurance = 8.10%				\$ -
Retirement =8%				\$ -
Total = 29.5%				\$14,128
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				62,020.00

JUSTIFICATION/COMMENTS:

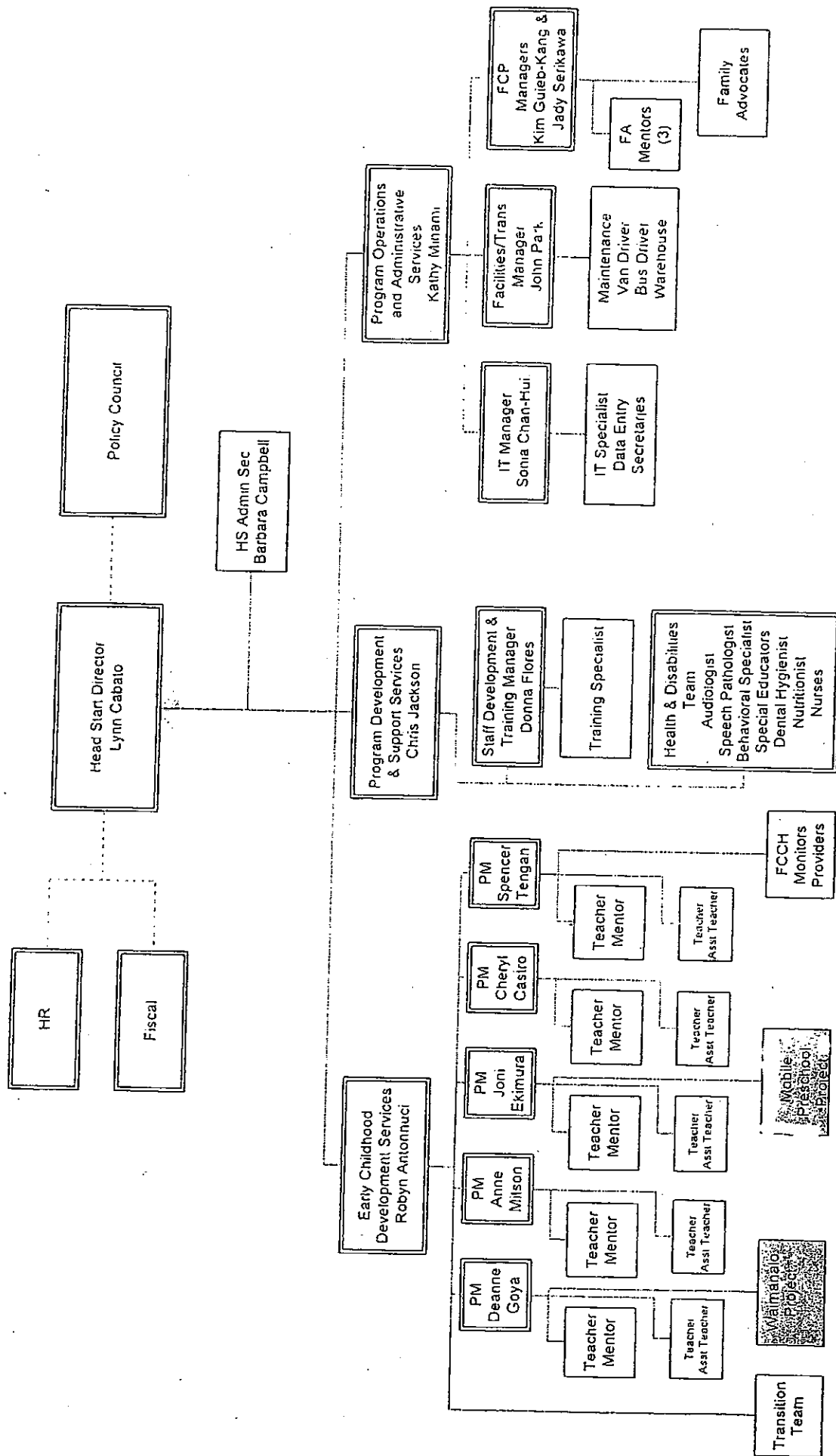
HONOLULU COMMUNITY ACTION PROGRAM, INC.

January 9, 2008



Oahu Head Start Organizational Structure

10/30/2007



**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Honolulu Community Action Program (HCAP), Inc.

(Typed Name of Individual or Organization)

1/31/2008

(Signature)

(Date)

Joan P. White

Executive Director

(Typed Name)

(Title)